

Emergency Change Notification Template

Change Title

Enter change title

Date & Time

YYYY-MM-DD HH:MM

Requestor

Name or Team

Priority

High/Medium/Low

Reason for Emergency Change

Describe the reason for this emergency change

Impact Assessment

Describe the potential impact of the change

Affected Systems/Services

List impacted systems/services

Planned Start Time

YYYY-MM-DD HH:MM

Planned End Time

YYYY-MM-DD HH:MM

Change Steps

Summarize key steps to implement change

Rollback Plan

Outline the rollback procedure if change fails

Emergency Approver

Name and/or signature

Approval Date/Time

YYYY-MM-DD HH:MM

Additional Notes

Any further information